Groton Ambulance Association

Board of Director’s Meeting

April 12, 2023

Board members present/zoom: Chet Kaniecki, Ryan Boulanger, Rob McDermott, Keith Gomes, Kelsey Gomes, Martha Brucker, Paula Edwards

Members present: April Sandt, Ruth Mattison (on a call), Christian Lombardi (on a call)

1. V/P Boulanger calls April 12 board of director’s meeting to order at 18:04 with entire board present and or available via zoom
2. Motion by Keith Gomes and seconded by Paula Edwards to accept minutes from previous board meeting as posted. Motion carries unanimously
3. Report of Officers
   1. President
      1. Will conduct under old and new business
   2. V/P
      1. N/R
   3. Secretary
      1. N/R
   4. Treasurer
      1. See submitted report. Motion by Keith Gomes and seconded by Martha Brucker to accept treasurer’s report as read. Motion carries unanimously
   5. M.A.L.#1
      1. N/R
   6. M.A.L.#2
      1. Priced out 5 new recliners to be paid for with ARPA money. Price includes tax, assembly and 3-year protection plan. Recliners are microfiber. Cost will be $4003.92. President Kaniecki states GAA is tax exempt and price should reflect that. Further action will be brought up under new business
   7. Training Officer
      1. Tess Nutt is now a certified driver. Dean Mayo has entered training program and should be signed off quickly given his experience. New restraints have been placed into service with mandatory training coming soon. EVOC dates and times will be published soon
4. Old Business
   1. President Kaniecki reports on following items: GAA has entered into contract with Economy Landscaping and they will be doing a spring cleanup on April 14, Tough Book FZ40 being tested out by crews for effectiveness with a Tough Book FZ 55 soon to follow. If either model fails to meet needs/requirements process will continue, IRS audit continuing forward. GAA has provided all documentation asked of by IRS and has officially appointed organizations accountant as POA, No word on when funds will be distributed for ARPA Premium Pay, Received credit for check issued to L&M medics that was fraudulently cashed. Case is ongoing and GAA is continuing to work with authorities and bank officials, Budget presented and accepted by Town Council with next step being presented to RTM
5. New Business
   1. Adjustments made to previous submitted price for 5 recliners with a total of just under $2500. Motion made by Keith Gomes and seconded by Paula Edwards to spend up to $2500 for 5 new recliners with price to include 3-year protection plan. Purchase will made with monies on hand and will be reimbursed with receipt of ARPA funds. Motion carries unanimously
   2. Motion by Kelsey Gomes and seconded by Martha Brucker to remove Supervisor job title from all areas of employee hand book and job postings. Discussion followed with President Kaniecki stating that a revision of employee hand book is overdue and should be handled as one action. Motion rescinded by Kelsey Gomes
   3. Motion by Martha Brucker and seconded by Kelsey Gomes to make vacation time available in 6hr blocks as some employees work a 6hr shift along with regular 12hr shifts. Change will be effective immediately. Motion carries unanimously
   4. Motion by Kelsey Gomes and seconded by Martha Brucker to require all future employee hiring be accomplished by a majority vote of hiring committee in accordance with approved process. Much discussion followed. Kelsey Gomes reiterates that while this is a non-issue with current administration, there has/have been President(s) who have hired without following approved process. Kelsey Gomes amends her motion with second from President Kaniecki to establish an SOP for future hiring. Motion carries unanimously
   5. Kelsey Gomes opens discussion regarding order ins, extra hour sign up and overall fatigue of employees from being over worked and a resulting low morale. A lengthy discussion followed with many concerns made known from all sides. Motion by President Kaniecki and seconded by Kelsey Gomes to change wording of order in policy from “Having to work a shift before” to “Having to work their shift before.” Further discussion followed. President Kaniecki amends motion to reflect change will take affect immediately and be revisited at next months board meeting. Amendment seconded by Kelsey Gomes. Motion carries unanimously 6-0-0 (M.A.L.#1 not available to vote due to being on emergency)
   6. V/P Boulanger asks for thoughts on hosting a job fair. Information provided to include description of job and employee expectations/responsibilities, benefits provided by GAA, ect. Discussion included having members of hiring committee present for event to make on spot interviews of potential candidates possible to fast track hiring. Motion by V/P Boulanger and seconded by Kelsey Gomes to establish a job fair committee with V/P Boulanger to act as lead for purpose of educating public as to what GAA does, benefits provided, job description and potential hiring of candidates on the spot. Motion carries unanimously 6-0-0 (M.A.L.#1 not available to vote due to being on emergency)
   7. President Kaniecki reports on following items: GAA now signed up for CONNIE which makes organization legal moving forward. Requires organization to provide demographics pertaining to calls, Request for motion to renew contract with EAP. Motion by Keith Gomes and seconded by Rob McDermott to renew contract with EAP for amount of $2700. Motion carries unanimously (M.A.L.#1 unable to vote due to being on emergency), training held with V/P Boulanger and Treasurer McDermott on process required to paying bills. Some kinks to be worked out still but progress made, Autism Awareness shirts being worn however not by as many as hoped. Proceeds from those wearing shirts will be donated to Doug Flutie Foundation in Massachusetts, EBFD will be hosting a tour of new building 600 on May 5th. A request for 2 representatives was made however President Kaniecki will ask EBFD Chief for permission to send 3, EMS week is approaching and with cuts being made to budget as well as savings being made in other areas there is extra money for gifts to be purchased. President Kaniecki entertains idea of ordering personalized radio straps for all in employees. Straps will have a standard design on front however back of strap can be personalized with employee name and or GAA number. President Kaniecki states total purchase should not exceed $2000. Motion by Keith Gomes and seconded by Rob McDermott to allot no more than $2000 for purchase of radio straps for each employee to include standard design on front and personalization to be determined on back. Motion carries unanimously (M.A.L.#1 not available to vote due to being on an emergency)
6. Motion by Keith Gomes and seconded by Paula Edwards to enter into executive session at 19:42. Motion carries unanimously 6-0-0 (M.A.L.#1 not available to vote due to being on an emergency)
7. Motion by Keith Gomes and seconded by Paula Edwards to resume normal order of business at 19:55. Motion carries unanimously (M.A.L.#1 not available to vote due to being on an emergency)
8. President Kaniecki reports an email vote by board of directors was held and passed to donate $500 to Fitch Senior High School State Champion Cheerleaders
9. Good of Order
   1. Christian Lombardi reports Sunshine Committee presented gifts to Alyssa Walters for quick recovery from a hospital stay and also to Paula Edwards in form of a check for $400 to be donated to National Elks Foundation in her late father’s name. Paula Edwards thanks everyone for such a generation gift to this organization which her late father was a proud member of and also thanks everyone who reached out to offer condolences and offerings to work her shifts
10. Motion by Keith Gomes and seconded by President Kaniecki to adjourn at 20:01. Motion carries unanimously 6-0-0 (M.A.L.#1 not available to vote due to being on an emergency)

Respectfully Submitted,

Keith W. Gomes

Secretary